

Environmental Restoration Competency 4.9

Competency 4.9 Environmental restoration personnel shall demonstrate a working level knowledge of contract policy and requirements documents sufficient to describe their application to environmental restoration activities.

1. Supporting Knowledge and Skills

- a. Describe the roles and responsibilities of the environmental restoration personnel, and discuss the purpose for, and the primary provisions of, the following contract policy and requirements documents:
- Department of Energy Acquisition Regulations
 - Federal Acquisition Regulations
 - DOE Order 4210.1C, Designation of Source Selection Officials
 - DOE Order 4210.5A, Operating and On-Site Services Contract Extend or Compete Decisions
 - DOE Order 4220.4, Organizational Conflict of Interest Processing Procedures.
 - DOE Order 4240.1K, Designation of Major Systems Acquisitions and Major Projects
 - DOE Order 4250.1A, Small Business/Labor Surplus Area Set-Aside and 8(a) Program Review Procedures

2. Self-Study Activities (Corresponding to the Intent of the Above Competency)

Below are two web sites containing many of the references you may need.

Web Sites		
Organization	Site Location	Notes
Department of Energy	http://wastenot.inel.gov/cted/stdguido.html	DOE Standards, Guides, and Orders
U.S. House of Representatives	http://law.house.gov/cfr.htm	Searchable Code of Federal Regulations

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EXERCISE 4.9-A Review the listed Orders/Regulations and, using those Orders/Regulations as needed, complete the following table:

CONTRACT POLICY AND REQUIREMENTS DOCUMENTS			
Order & Title	Roles & Responsibilities	Purpose of Order	Provisions
Department of Energy Acquisition Regulation (DEAR)			
Federal Acquisition Regulation (FAR)			
Order 4210.1C, Designation of Source Selection Officials			
DOE Order 4210.5A, Operating and On-Site Services Contract Extend or Complete Decisions			
DOE Order 4220.4, Organizational Conflict of Interest Processing Procedures.			
DOE Order 4240.1K, Designation of Major Systems Acquisitions and Major Projects			
DOE Order 4250.1A, Small Business/Labor Surplus Area Set-Aside and 8(a) Program Review Procedures			

3. Summary

While most DOE personnel may not be directly involved with the appointment of Source Selection Officials or the contract extend or complete decisions, a knowledge of when, how, and who makes these decisions is extremely helpful. Orders relating to Organizational Conflict of Interest or the Set-Aside and 8(a) Program Review Procedures could directly impact them. Therefore a sufficient knowledge of contracting and financial Orders' purposes and provisions is needed, as are the other Orders listed.

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4. Exercise Solutions

EXERCISE 4.9-A Review the listed Orders/Regulations and, using those Orders/Regulations as needed, complete the following table:

ANSWER 4.9-A

CONTRACT POLICY AND REQUIREMENTS DOCUMENTS			
Order & Title	Roles & Responsibilities	Purpose of Order	Provisions
Department of Energy Acquisition Regulation (DEAR)	Awareness and compliance with the Order	To supplement the FAR with acquisition policies and procedures that are unique to DOE (such as items related to M&O contracts) necessary to accomplish the DOE mission	Provides uniform policies and procedures for acquisitions by all Offices of DOE and its contractors for those areas in which DOE is unique from other federal agencies
Federal Acquisition Regulation (FAR)	Awareness and compliance with the Order	To establish procedures, methods, and forms for conducting all types of acquisitions (research, development, construction, and other products and services) for use by federal agencies and contractors	Provides uniform policies and procedures for acquisitions by federal agencies and contractors
DOE Order 4200.1C, Competition in Contracting	Procurement planning, ensuring legal review, and defining requirements to allow for competitive acquisition	. . . to assure that Departmental competitive contracting procedures conform to the requirements of the Competition in Contracting Act . . . in the acquisition of personal property and nonpersonal services	Provides for the use of competition in contracting and the exceptions for NOT using competition
Order 4210.1C, Designation of Source Selection Officials	Awareness and compliance with the Order	To designate Source Selection Officials (SSOs)	Sets the Office level needed for SSOs and for the dollar amount of contracts

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CONTRACT POLICY AND REQUIREMENTS DOCUMENTS			
Order & Title	Roles & Responsibilities	Purpose of Order	Provisions
DOE Order 4210.5A, Operating and On-Site Services Contract Extend or Compete Decisions	Awareness and compliance with the Order	To establish procedures for the coordination and review of recommendations to extend or solicit competitive proposals for M&O contracts	Provides for submission of recommendations for extensions or competition of M&O contracts 18 months before expiration of current contract and to ensure coordination and review among field and HQ user activities before submission of a decision document for Secretarial approval
DOE Order 4220.4, Organizational Conflict of Interest Processing Procedures	Awareness and compliance with the Order	To establish processing procedures for implementing the policy of DOE as expressed in DEAR 909.5 to identify and avoid organizational conflicts of interest before entering into contracts, agreements, and other arrangements	<ul style="list-style-type: none"> A. To study possible conflicts of interest related to the procurement of the offeror B. To assure contractors are unbiased and receive no unfair advantage C. To coordinate efforts in order to avoid delays in the award and execution of contracts
DOE Order 4240.1K, Designation of Major Systems Acquisitions and Major Projects	Awareness and compliance with the Order	To establish and designate DOE projects as Major System Acquisition (MSAs) or Major Project (MPs)	Lists DOE projects that have been designated as MSAs or MPs
DOE Order 4250.1A, Small Business/Labor Surplus Area Set-Aside and 8(a) Program Review Procedures	Awareness and compliance with the Order	To establish procedures for the review of procurements for small business and labor surplus area set asides . . . to the 8(a) Program	To ensure a fair proportion of DOE procurements are set aside for the 8(a) Program